

## **ATTACHMENT 5**

### **APPENDIX 2**

#### **Rapid Response System Job Descriptions**

##### **SITE SUPERVISOR**

Number of Positions: 1

##### Job Description:

Responsible for the supervision of all Team Teledyne (TI) site activities and personnel during the operation of the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets. Responsibilities include: safety, training, scheduling, testing, regulatory compliance, and customer interface for site-related activities. Serves as the primary point of contact and interface with host facility and other government agencies. Responsible for hazardous waste management, handling, processing, and disposal (as required).. Ensures that all personnel are trained and able to safely perform their assigned duties. Provides site status reports to the TT Project Manager and government agencies as required. Establishes and promulgates daily schedule and work routines. Ensures that all data management, materials handling, site-storage, analysis and archiving functions are performed effectively and efficiently to support reporting and record-keeping requirements. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his(her work and/or documentation produced. Acts as the Incident Commander during emergency response operations. Counsels subordinate team personnel, recommends hiring, disciplinary action and/or removal of team members. Performs other duties as assigned by the TT Task Manager. Reports directly to the TT Task Manager.

##### Education:

BS degree or eight years of documented hazardous site management experience.

##### Experience:

5 years experience in chemical weapons and/or hazardous waste site operations, which include 2 years of documented personnel management and supervisory responsibilities.

Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; operating in possibly high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individual must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Manages or otherwise performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HAZWOPER Supervisor (8-hour OSHA 1910.120)
  - HM 181/126F Hazardous Materials Transportation<sup>d</sup>
  - RCRA Compliance <sup>b</sup>
  - Laser Safety
2. Operator Qualification Training Phase
  - Power Generation System Operation and Maintenance
  - Glovebox Air Filtration System Operation and Maintenance
  - Waste Containerization System Operation and Maintenance

- Neutralization Station Equipment Operation and Maintenance
  - Chemical Material Monitoring System Operation and Maintenance (MINICAMS, DAAMS, and Colorimetric Tubes)
  - MINICAMS Operation and Maintenance
  - Meteorological Station Operation and Maintenance
  - Intercom Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CMS
  - First Entry Monitoring
  - RRS Setup
  - Identifying, Segregating, and Storing CMS
  - Repackaging Industrial Chemicals Neutralizing Chemical Agents
  - Handling Hazardous Waste Drums
  - Non-routine Operations (Incidental Spills)
  - Unexpected Operations Emergency Operations
  - Daily Shutdown
  - Final Shutdown and Closeout
  - Preparation for Movement of the RRS
3. Team Training Phase
- Operations with SETH items
4. Site-Specific Training Phase
- DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- a Annual recertification required.
- b Annual refresher required.
- c Annual 8-hour refresher required.
- d Triennial refresher required.
- e Annual equipment and procedural refresher required.

## **GLOVEBOX OPERATOR**

Number of Positions: 6

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Loads, unpacks, segregates, and neutralizes CAIS materials. Places hazardous wastes in temporary waste storage area, packages industrial chemical labpacks, and prepares hazardous waste for transportation. Collects, labels, packages and ships hazardous waste samples. Completes records of wastes treatment, storage, and generation throughout operations. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Reviews documentation for content and consistency with operating procedures as required. Performs operator-level preventive and corrective maintenance on system components to include, but not limited to filter changes; conducts operational area and equipment inspection; and performs minor repairs. Responds within training and capabilities to spills, releases and incidents involving hazardous materials and/or waste, and other emergencies. Operates emergency personnel and equipment decontamination station. Adheres to SOPs during operations, executes normal processing/maintenance operations with limited direct supervision; follows verbal and written instruction from the Site Supervisor; identifies and reacts to hazardous situations according to written plans and Site Supervisor's direction. Operates a forklift, a truck, a power generator and an industrial pipe cutter; and sets up, shuts down, and prepares the Rapid Response system for shipment. May serve as the technical lead when designed by the Site Supervisor. Performs other duties as assigned within his/her qualifications. Reports to Site Supervisor.

### Education:

High School Diploma/GED

### Experience:

3 years experience in chemical warfare materiel and/or hazardous waste/materials handling; and/or explosive ordnance disposal.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include

standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air Purifying Respirator (APR), Self Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individuals must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/FIRST Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HAZWOPER Supervisor (8-hour OSHA 1910.120)
  - HM 181/126F Hazardous Materials Transportation<sup>f</sup>
  - RCRA Compliance <sup>b</sup>
  - Laser Safety
2. Operator Qualification Training Phase
  - Forklift
  - Prime Mover Operation and Maintenance
  - Trailer Operation and Maintenance
  - HVAC System Operation and Maintenance
  - Power Generation System Operation and Maintenance
  - Glovebox Air Filtration System Operation and Maintenance
  - Waste Containerization System Operation and Maintenance

- PIG Cutter Operation and Maintenance
  - Neutralization Station Equipment Operation and Maintenance
  - Chemical Material Monitoring System Operation and Maintenance (DAAMS, MINICAMS and Colorimetric Tubes)
  - Meteorological Station Operation and Maintenance
  - Intercom Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CMS
  - First Entry Monitoring
  - RRS Setup
  - Loading CMS
  - Unpacking CAIS
  - Identifying, Segregating, and Storing CAIS
  - Repackaging Industrial Chemicals
  - Neutralizing Chemical Agents
  - Handling Hazardous Waste Drums
  - Non-routine Operations (Incidental Spills)
  - Unexpected Operations
  - Emergency Operations
  - Daily Shutdown
  - Final Shutdown and Closeout
  - Preparation for Movement of the RRS
3. Team Training Phase
- Operations with SETH items
4. Site-Specific Training Phase
- DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Required by selected personnel only.
- <sup>e</sup> Annual equipment and procedural refresher required.
- <sup>f</sup> Triennial refresher required.

## **MONITORING SPECIALIST**

Number of Positions: 1

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Operates and maintains MINICAMS®, Depot Area Air Monitoring System (DAAMS), colorimetric tube hand pumps and other air monitoring equipment; initiates chain of custody documentation for DAAMS tubes and other samples; operates and performs maintenance on air monitoring equipment; and completes related record keeping (operator record, monitoring, laboratory requirements, etc.). Handles and stores hazardous waste generated as a result of monitoring operations. Collects, charts and stores MINICAMS® and other monitoring records and data. Challenges and calibrates MINICAMS® and associated sample lines. Challenges DAAMS sample lines, collects DAAMS samples, and prepares accompanying documentation. Sets up and operates chloroform monitoring equipment in Temporary Waste Storage Area (TWSA) and drum/filter change area. Operates Emergency Personnel Documentation Station (EPDS) as required. May perform the duties of a System Chemist as required and within his/her qualifications. Assists Glovebox Operators as required during CMS processing including, but not limited to, loading, accessing, unpacking, segregating, labpacking hazardous waste, neutralization and removal of process wastes. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Reports directly to the Site Supervisor. May serve as the technical lead when designated by the Site Supervisor. Performs other duties as assigned within his/her qualifications.

### Education:

2 years of college or 4 years of experience working at hazardous chemical storage area.

### Experience:

2+ years of experience in gas chromatography and or air monitoring operations.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individuals must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HM 181/126F Hazardous Materials Transportation<sup>d</sup>
  - RCRA Compliance <sup>b</sup>
  - Laser Safety
2. Operator Qualification Training Phase
  - Chemical Material Monitoring System Operation and Maintenance (MINICAMS, DAAMS, and Colorimetric Tubes)
  - MINICAMS Operation and Maintenance
  - Intercom Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CMS
  - First Entry Monitoring
  - RRS Setup
  - Non-routine Operations (Incidental Spills)
  - Unexpected Operations
  - Emergency Operations



- Daily Shutdown
  - Final Shutdown and Closeout
  - Preparation for Movement of the RRS
3. Team Training Phase
- Operations with SETH items
4. Site-Specific Training Phase
- DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.

## **RAMAN OPERATOR**

Number of Positions: 1

### **Job Description:**

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Operates and maintains Raman laser spectrophotometer. Obtains and analyzes spectra and records all required electronic and written data. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Operates Emergency Processing Documentation Station (EPDS) as required. Assists Glovebox Operators as required during CAIS processing including, but not limited to, loading, accessing, unpacking, segregating, labpacking hazardous waste, neutralization and removal of process wastes. Reports directly to the Site Supervisor. May serve as the technical lead when designated by the Site Supervisor. Performs other duties as assigned within his/her qualifications.

**Education:** BS degree in chemistry or physical science or 8 years of laboratory experience.

**Experience:** 2+ years of experience in with computer controlled analytical devices.

### **Medical Qualifications:**

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

### **Physical Requirements:**

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individuals must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HM 181/126F Hazardous Materials <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
  - Laser Safety
2. Operator Qualification Training Phase
  - Raman Spectrophotometer Operation and Maintenance
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CMS
  - RRS Setup
  - Identifying, Segregating, and Storing CMS
  - Non-routine Operations (Incidental Spills)
  - Unexpected Operations
  - Emergency Operations
  - Daily Shutdown
  - Final Shutdown and Closeout
  - Preparation for movement of RRS
3. Team Training Phase
  - Operations with SETH items
4. Site-Specific Training Phase
  - DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- <sup>a</sup> Annual recertification required
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.

## SITE SAFETY AND HEALTH OFFICER

Number of Positions: 1

### Job Description:

Provides health, safety, environmental compliance, and quality assurance oversight of the Rapid Response System and all associated operations. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets. Provides technical advice and assistance to the Site Supervisor on health, safety, environmental compliance, and quality assurance issues. Ensures regulatory compliance and adherence to quality assurance protocols throughout Rapid Response System operations. Reviews permits, procedures, associated documents, personnel training records, facilities, PPE, and other equipment for compliance with OSHA, EPA, DOT, state, Army and other applicable regulations. Maintains compliance, sealed medical, and accident/incident records. Serves as the Site Laser Safety Officer. Supports the management of emergency response activities. Conducts daily Site safety briefings, regulatory inspections, and observes operations to ensure compliance with applicable regulations and standards. Provides quality assurance oversight of Rapid Response System operations, procedures and equipment. Reports directly to the Small Burials Program Assurance Manager. Performs other duties as assigned within his/her qualifications.

Education: BS/BA degree in a technical field.

Experience: 5 years experience in health and safety, environmental compliance and/or hazardous materials/waste management.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

### Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individual must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Oversees operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HAZWOPER Supervisor (8-hour OSHA 1910.120)
  - HM 181/126F Hazardous Materials Transportation<sup>d</sup>
  - RCRA Compliance <sup>b</sup>
  - LaserSafety
2. Operator Qualification Training Phase
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CMS Emergency Operations
3. Site-Specific Training Phase
  - DCD Local Area Briefing

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.

## **MAINTENANCE AND SUPPLY OFFICER**

Number of Positions: 1

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets. Responsible for all on-site maintenance and supply management for the Rapid Response System. Performs system equipment repair of equipment within his capability and qualifications. Request supplies to support Rapid Response System operations and coordinates delivery of required supplies and equipment. Schedules all preventive and corrective maintenance and calibration for all Rapid Response System equipment. Maintains equipment calibration, inventory, and government furnished equipment databases. Coordinates with the Project Support Manager for external technical support services and supplies. Responsible for coordinating vehicle maintenance. Generates work orders for preventive and corrective maintenance activities. Reports and documents technical problems with Rapid Response System documentation, equipment, and hardware on the Problem Report form. Acts as point of contact for all supplies received at the Rapid Response System site. Accounts for the required spares and repair parts, and consumable inventory in accordance with Program procedures. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Reports directly to the Site Supervisor. Performs other duties as assigned within his qualifications.

### Education:

BS degree in Industrial/Engineering or related field; 8 years of Maintenance and Supply Management Experience may be substituted.

### Experience:

5 years experience in operating a repair parts supply activity utilizing computer-based inventory control databases. 5 years experience in mechanical, electrical and/or electronics repair utilizing schematics, engineering drawings and test equipment.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Individual must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

May perform operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HM 181/126F Hazardous Materials <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
  - Laser Safety
2. Operator Qualification Training Phase
  - Prime Mover Operation and Maintenance
  - Trailer Operation and Maintenance
  - HVAC System Operation and Maintenance
  - Power Generation System Operation and Maintenance
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CAIS
  - RRS Setup
  - Emergency Operations
  - Final Shutdown and Closeout
  - Preparation for Movement of the RRS

3. Site-Specific Training Phase
  - DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.



## **SITE ADMINISTRATOR**

Number of Positions: 1

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Provides all Rapid Response System test team administrative support. Conducts site administrative duties including, but not limited to, arranging site shipping and receiving; maintaining petty cash and associated accounting records; maintaining time keeping records; maintaining training records, refresher training schedule, medical certification records, Rapid Response System Technical Data Package and site operating library, emergency recall roster, and local state, and federal regulatory information. Provides data entry instructions and guidance to the Data Entry Clerk. Maintains holiday, break and work schedules. Coordinates off-site travel for crew; assists with crew housing problems; procures administrative supplies; arranges for team meals during extended or emergency operations; controls site access and maintains site access rosters for Rapid Response System operational areas; prepares the daily report for Site Supervisor's review and approval upon receipt of daily report inputs from team members. Provides data collectors and government representatives with required information and data. Assists the Maintenance and Supply Officer as required with data entry, tracking, materials requisitioning, and maintenance of the logistical database. Assists in Emergency Personnel Documentation Station (EPDS) operations as required. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Reports directly to the Site Supervisor. Performs other duties as assigned within his/her qualifications.

### Education:

Bachelor's degree in a business related field or equivalent experience.

### Experience:

3 years office/business administration experience. Must be computer literate and have experience with Microsoft Office® software, Windows® 95, and creating/maintaining databases and spreadsheets.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid<sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910. 120)<sup>c</sup>
  - HM 181/1 26F Hazardous Materials Transportation <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
2. Operator Qualification Training Phase
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Descripton of CAIS
  - Emergency Operations
3. Site-Specific Training Phase
  - DCD Local Area Briefing

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.

## **DATA ENTRY CLERK**

Number of Positions: 1

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile hazardous waste treatment system specifically designed to neutralize and repackage chemical agent and industrial chemicals from Chemical Agent Identification Sets (CAIS). Responsibilities include: data entry from hard copy forms into computer database; filing, and general record keeping; typing reports and other correspondence; generating database reports; pickup and delivery of mail/packages. Assists the Maintenance and Supply Officer as directed with data entry, material requisitions, and maintenance of the supply and maintenance database. Operates fax machine, copier, and other office equipment. Works under the supervision of the Site Supervisor. Operates the Emergency Personnel Documentation Station (EPDS) as required. May perform some of the duties of the Site Administrator in that person's absence. Performs other duties as assigned within his/her qualifications.

### Education:

Associates Degree in Office Administration or related discipline; or 4 years of experience in office administration.

Experience: Computer literate with experience in database, spreadsheet, word-processing, office equipment (FAX, copier, etc.).

### Medical Oualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

### Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly in high-noise areas and/or thermal extremes and/or inclement weather environments; and operations involving hazardous chemicals.

### Hazardous Waste/Materials Duties:

May perform operations involving the generation, management, preparation for shipment, and

emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HM 181/126F Hazardous Materials Transportation <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
2. Operator Qualification Training Phase
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CAIS
  - Emergency Operations
3. Site-Specific Training Phase
  - DCD Local Area Briefing

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required

## **CHEMIST**

Number of Positions: 1

### Job Description:

Works as a team member on the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Performs chemical analyses using Gas Chromatograph/Mass Spectrometer (GC/MS), wet chemistry and various other laboratory analytical equipment. Analyzes Depot Area Air Monitoring System (DAAMS) tubes, and solid and liquid waste. Provides daily reports and technical assistance on analytical matters to the Site Supervisor. Responsible for compliance with Chemical Hygiene Plan. Maintains records on all laboratory equipment, maintenance, calibration, and waste monitoring and analyses results. Responsible for all laboratory data and adherence to all operating regulations and standards. Assists in waste handling and processing as required. Performs equipment calibration and checks. Maintains data and documentation. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Adheres to all applicable SOPs, regulations, standards, and policies and procedures. Performs preventive and corrective maintenance and calibration checks on lab equipment within training and qualifications. Maintains records on data results of analyses. Assists with Emergency Personnel Documentation Station (EPDS) operations as required. Serves as the technical lead when designated by the Site Supervisor. Reports to the Site Supervisor. Performs other duties as assigned within his/her qualifications.

### Education:

Bachelors degree in chemistry, biology, or a related field.

### Experience:

2 years experience in laboratory operations which specifically includes sample preparation and analysis.

### Medical Oualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

### Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly high-noise areas, thermal extremes and inclement weather environments; and operations involving hazardous chemicals.

Individuals must be able to safely and effectively perform work in an environment that has a ceiling height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

#### Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

#### Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.120)<sup>c</sup>
  - HAZWOPER Supervisor (8-hour OSHA 1910.120)
  - HM 181/126F Hazardous Materials <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
2. Operator Qualification Training Phase
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CAIS
  - Emergency Operations
3. Team Training Phase
  - Operations with SETH items
4. Site-Specific Training Phase
  - DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

#### Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required.
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.

## **LABORATORY TECHNICIAN**

Number of Positions: 2

### Job Description:

Works as a team member of the Rapid Response System. The Rapid Response System is a self contained, mobile, hazardous waste treatment facility specifically designed to neutralize chemical agents and repackage industrial chemicals found in Chemical Agent Identification Sets (CAIS). Performs chemical analyses using Gas Chromatograph/Mass Spectrometer (GC/MS), wet chemistry and various other laboratory analytical equipment. Analyzes Depot Area Air Monitoring System (DAAMS) tubes, and solid and liquid waste. Provides daily reports and technical assistance on analytical matters to the Lead Chemist and/or Site Supervisor. Responsible for compliance with Chemical Hygiene Plan. Maintains records on all laboratory equipment, maintenance, calibration, and waste monitoring and analyses results. Responsible for all laboratory data and adherence to all operating regulations and standards. Assists in waste handling and processing as required. Performs equipment calibration and checks. Maintains data and documentation. Practices Total Quality Management in that quality is built into the process by this employee being held accountable for his/her work and/or documentation produced. Adheres to all applicable SOPs, regulations, standards, and policies and procedures. Performs preventive and corrective maintenance and calibration checks on lab equipment within training and qualifications. Maintains records on data results of analyses. Assists with Emergency Personnel Documentation Station (EPDS) operations as required. Serves as the technical lead when designated by the Site Supervisor. Reports to the Site Supervisor. Performs other duties as assigned within his/her qualifications.

Education: Associates degree in chemistry, biology, or a related field. Four (4) years of chemical laboratory experience may be substituted for an Associates degree.

Experience: 2 years experience in laboratory operations which specifically includes sample preparation and analysis.

### Medical Qualifications:

Satisfactory completion of a physical examination for hazardous waste site workers to include standard color blindness test, pulmonary function test, and medical clearance to perform operations in respiratory and personal protective equipment.

### Physical Requirements:

Physical stamina and ability to operate in OSHA Level B PPE. Requirements include wearing impermeable clothing, Air-Purifying Respirator (APR), Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR); lifting heavy objects (<75 lb.); standing for long periods of time; possibly high-noise areas, thermal extremes and inclement weather environments; and operations involving hazardous chemicals.

Individuals must be able to safely and effectively perform work in an environment that has a ceiling

height of approximately 75 inches while wearing OSHA Level B personal protective equipment.

Hazardous Waste/Materials Duties:

Performs operations involving the generation, management, preparation for shipment, and emergency response to incidents involving hazardous wastes and/or materials (40 CFR 264.16 and 49 CFR 172 Subpart H).

Required Training:

1. Operator Compliance Training Phase
  - CPR/First Aid <sup>a</sup>
  - Blood borne pathogens
  - Toxic Aid Briefing (HAZCOM)<sup>b</sup>
  - HAZWOPER (24-hour OSHA 1910.1 20)<sup>c</sup>
  - HM 181/126F Hazardous Materials Transportation <sup>d</sup>
  - RCRA Compliance <sup>b</sup>
2. Operator Qualification Training Phase
  - Intercom/Alarms Operation and Maintenance
  - RRS Introduction
  - Description of CAIS
  - Emergency Operations
3. Team Training Phase
  - Operations with SETH items
4. Site-Specific Training Phase
  - DCD Local Area Briefing
  - DCD Hazardous Waste Handling Procedures

Notes:

- <sup>a</sup> Annual recertification required.
- <sup>b</sup> Annual refresher required
- <sup>c</sup> Annual 8-hour refresher required.
- <sup>d</sup> Triennial refresher required.
- <sup>e</sup> Annual equipment and procedural refresher required.